

## DIVISION OF ALCOHOL AND TOBACCO CONTROL

**Jeremiah W. (Jay) Nixon**  
Governor

**John M. Britt**  
Director, Public Safety



**Lafayette E. Lacy**  
State Supervisor

**Mike Schler**  
Deputy Supervisor

February 11, 2010

Dear Industry Member:

This letter is to inform you of a significant change to the **liquor license renewal application** process to be implemented by the Missouri Division of Alcohol and Tobacco Control (ATC). Beginning on March 15, 2010, ATC will provide on-line liquor license renewal applications for each licensee. Postcards will be mailed to all Missouri liquor license holders informing them of this new application process.

The new on-line application will replace the paper applications previously mailed to each liquor license holder. No paper applications will be mailed. Licensees should visit the ATC website and click on the license renewal application icon. Upon entering their primary license number and clicking "submit," the licensee's application along with all applicable license forms and check lists will appear. The licensee should then print their application, make any necessary corrections, sign the renewal application, and mail all forms along with the correct fee amount for licensure to the Division of Alcohol and Tobacco Control, 1738 East Elm Street, Lower level, Jefferson City, MO 65101. To avoid late fees, the renewal applications must be submitted by May 1, 2010.

Please share this information with your membership. This process will move ATC one step closer to an entirely electronic renewal procedure that will result in efficiencies for the state and greater convenience for licensees. If you have any questions, please do not hesitate to contact me or Diane Markway, Licensing Manager, at [Diane.Markway@dps.mo.gov](mailto:Diane.Markway@dps.mo.gov) or 573-751-2333.

Sincerely,

Lafayette E. Lacy  
State Supervisor

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